N-FOCUS Major Release
Economic Assistance
March 17, 2013

A Major Release of the N-FOCUS system is being implemented March 17, 2013. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections:

General Interest and Mainframe Topics: All N-FOCUS users should read this section.

Electronic Application: N-FOCUS users responsible for case activity received through the Web based Electronic Application should read this section.

Developmental Disabilities Programs: N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Development Disabilities Programs.

Expert System: All N-FOCUS users with responsibility for case entry for AABD/MED, ADC/MED, SNAP, CC, FW, IL, MED, and Retro MED should read this section.

Note: When new functionality is added to N-FOCUS that crosses multiple topics (ie General Interest and Mainframe, Alerts, Correspondence, Expert System etc) the functionality will be described in one primary location. This location will usually be the General Interest and Mainframe section or the Expert System section. Alerts, Work Tasks and Correspondence that are part of the new functionality will be documented in both the primary location that describes the entire process and in the Alerts, Work Tasks and Correspondence sections.

Table of Contents

General Interest and Mainframe

Claim and Claim Item Create/Modify User ID Tracking (New)

With this release, the User ID of the person or automated N-FOCUS process that creates and/or last modified a claim or claim item will be displayed.

To view this information for the Detail Claim window select Detail>Tracking.
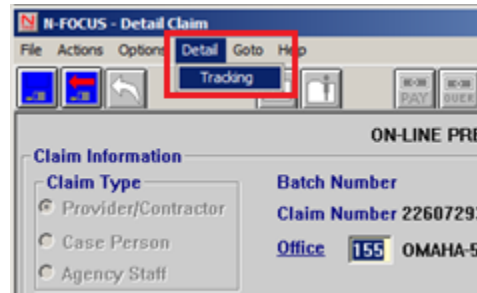
Result: The Detail Claim Tracking Created/Modified By information displays.
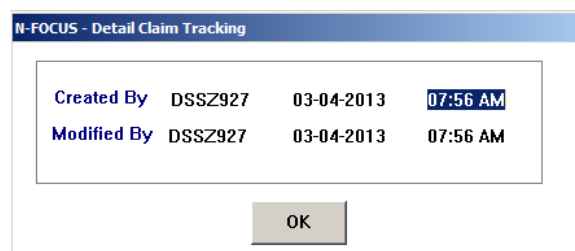
The Claim Item information will display on the Detail Claim Item window.

Note: Claims and Claim Items created/modified prior to this release will not have these new fields populated.

List Service Providers (Change)

The Resource Development work group had asked for a way to show in N-FOCUS that an organization that provides services to our clients is or is not willing to take on new clients. We have added a Yes/No indicator, "Accepts Referrals" on the Detail Service Provider window, so workers can indicate that a Service Provider is or is not willing to take on new clients. This new indicator will then display on the List Service Provider window in the new column, 'Accepts Referrals'. At the request of the work group the 'Accept Referrals' indicator will default to NO for the following N-FOCUS Programs:

Social Services Aged and Disabled (SSAD)
Waiver Aged and Disabled (AD)
Personal Assistance Services (PASS)

We will also run a conversion program to set current providers in these programs to NO. Workers will have to go into N-FOCUS to manually change the indicator to Yes if appropriate. Service Providers in all other Programs will default to Yes.

Also, with the April 7th Interim Release, we will add new functionality in regard to searching for the List Service Provider, this will include being able to filter the Print List. This will allow the ability to print a list of providers who will accept new referrals, a list of those providers who are not willing to accept new referrals, and a list of both.
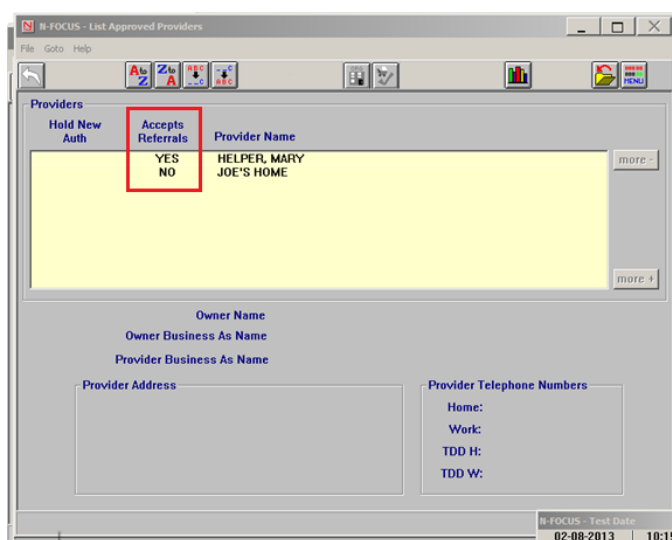
Accessing the List Provider Window

To access the List Provider window, follow these steps:

1. From the N-FOCUS Main Menu, select the Services icon.
   Result: The Search Service Type window displays.
2. Select the appropriate Program.
3. Select the Search push button.
   Result: The List Service Type window displays.
4. On the List window, locate the appropriate Service Type and select the Open icon.
   Result: The Detail Service Type window displays showing the list of Programs that use the selected Service.
5. Select (highlight) the appropriate Program in the Program Service group box.
   Result: The List Providers pushbutton enables.
6. Select the List Providers pushbutton.
   Result: The Search Approved Provider window displays.
7. Enter appropriate search criteria, County, City and Zip Code or City and Elementary
8. School.
9. Select Search pushbutton
   Result: The List Approved Providers window displays.

ACCESSNebraska PIN Request (Change)

Clients can now request a new PIN through the ACCESSNebraska website. The PIN can be requested within the Application or Client Benefit Inquiry. Once the PIN is requested, a new PIN letter will be mailed overnight. The PIN attached to an account cannot be changed. If the client requested a new PIN number then they will need to set up a new account.

Narrative (Change)

The Narrative subject heading Interview has been changed so that workers now will be presented with 35 Subheadings (similar to Approval and Review Recertification). The Interview Sub Headings follow the Economic Assistance applications, both paper DA-100 and the electronic version.

Workers will be trained to use the Narrative Interview subheadings during the Interview process and to update the Narrative as the Interview takes place.

Email Address (Change)

When you add or change a person's physical address in N-FOCUS and at the same time add or change that person's Email address, the Email Address doesn't always save. With the March Release both addresses will save.

Interim SSN (Tip)

When N-FOCUS requires the entry of a Social Security number for a person, and the person does not have a Social Security number, an interim number is used. Interim Numbers are random numbers, used in place of Social Security numbers.

Call Finance and Accounting in Central Office at 402-471-9251 to obtain an interim number, if your office does not have a block of numbers to use.

Examples of individuals who would not have an SSN include an ineligible immigrant applying for their child(ren), or a child who has not received their SSN yet. When the individual receives their SSN, be sure to update their Person Detail information with the Social Security number.

Alerts

Non-Coop with CSE Begins Creates Work Task (New)

Alert 311 – Non-Coop with CSE Begins will now create a High Priority Work Task.

EA - Desk Review Alert #353 (Change)

This alert is generated on the first of each month to indicate if a desk review is required for the case. With this release, MED cases will be included as well. This alert also generated an Alerts Exists Work Task.

Alert Text:

A desk review is required in the month of <Month> for <SNAP, AABD, MED a single program or multiple programs may be listed>. Document review in narrative.

EA – UC Case Now Assigned #360 (Change)

This alert will now be created on Pending cases.

Alert Text:

This program case was in the Universal Caseload and has now been assigned to you.

EA – 599 CHIP Review (Change)

A "six month status check" alert will be generated to send to Change Management as High Priority in month five (5) of the program case continuously eligible time frame (i.e. If the Application Received Date is within 1, 2, or 3 months of the pregnancy).

Alert Text:

Review 599 CHIP for ongoing eligibility. Document review in narrative.

EA – Alerts Not Transferring Correctly (Fix)

Previously, when a case was changed from Universal Caseload to Assigned, Alerts were not transferring properly to the Assigned Worker. This has been fixed.

Alerts (Tip)

Assigned workers need to close all EA (Economic Assistance) alerts as they are working in the case including old alerts. Once the case is back to UC there are certain alerts that create a work task and this may not get created if an old alert is out there in open status

Example:

- Mail Received Alert is left in open status
- New Mail is received and the program looks to see if this alert already exists - one does so a new Alert is not created
- A work task would not be created either

Correspondence

Medicaid Review Reminder Notice (New)

A new notice will be generated to certain AABD grant and AABD Med related clients to remind them that their review is due and an application has not been received. This Reminder Letter will be mailed out on the 23rd of each month for reviews due in the month.

Nebraska Telephone Assistance Program – NTAP (Change)

This letter has been revised with new verbiage received from the Public Service Commission. The SSN has been removed from this letter as well.

CC Service Authorization Notices to OnBase (Tip)

Note that all CC service authorization notices are sent nightly on a file to OnBase. Unless approved for an exception, the CC provider must view notices electronically on the CC Claims Web Portal. The correspondence windows in N-FOCUS continue to retain the status of "Print Batch" even if the notice is not sent from OnBase to the Print Shop.

Review/Recertification Letter (Tip)

If you create the Review/Recertification Letter it will not show in Correspondence. This letter gets created that night in batch so the PIN number can be listed in the letter. This letter created by the worker will never show in correspondence.

Document Imaging

Printing a Bar Code (Tip)

If you are printing a barcode for a document that you are sending to the client you must select the Generate Alert box. This box was previously checked by default but now you must select this box to generate the Alert.

If the Generate Alert box is not checked, the Mail Received Alert does not get created when the document is returned.

Re-Indexing Documents (Tip)

There is a misunderstanding that users can delete documents in N-FOCUS. Documents **cannot** be deleted in NFOCUS. If a document is indexed to an incorrect ARP or Organization, please use the appropriate action to correctly index the document. On the List Image window select Actions > Update Index Information.
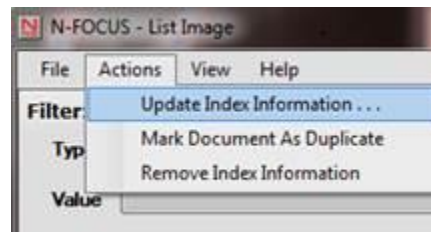
The Index Image window opens.

Use the out select out arrow to select the appropriate ARP/Organization, select the correct Category and Save.

The document is now indexed and saved correctly.

Do not use the Remove Index Information action. The only time this action should be used is when the document is indexed to an incorrect ARP/Organization and the correct ARP/Organization cannot be found on NFOCUS.
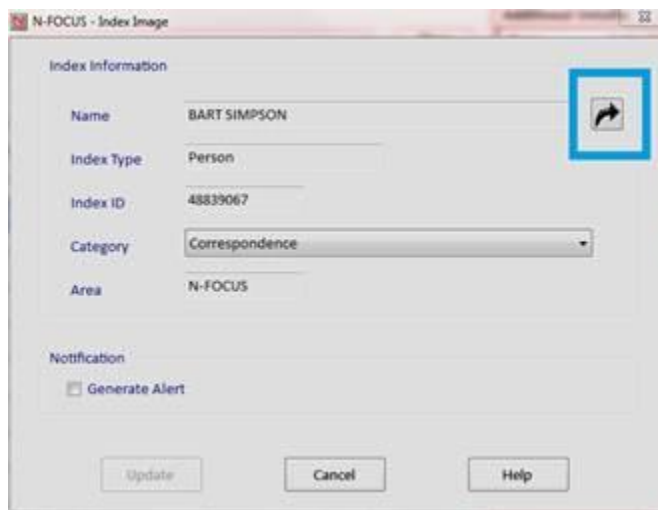
We are frequently finding users who select the Remove Index Information action when they find a document indexed in error. This simply removes the index information and the document can no longer be found in N-FOCUS. This document then appears on an error report for another worker to re-index the document. This report is not necessarily worked on a daily basis. It could be up to 30 days before the document is re-indexed. Therefore, it is far more efficient if the worker, who identifies the error, would immediately re-index the document correctly by using the Update Index Information action.

If you have a question about how the document has been indexed please contact one of the ANDI Centers for further assistance.

Electronic Application

Use of Preferred Browser (New)

A message will now display on the ACCESSNebraska page informing clients that applications can only be submitted through the use of Internet Explorer and Firefox browsers.

Note: Applications cannot be submitted using a SmartPhone, Tablet, Play Station etc.

Text to be displayed:

"At this time the only web browsers that DHHS supports are Internet Explorer (IE) and Firefox. If you are using other web browsers, the application may not behave correctly and you will not be able to submit your application. Applications cannot be submitted through a smartphone as well."

Change Report Signature Box (Change)

A signature box has been added to the Change Report Form to allow outside agency staff that are entering the information to identify themselves as a staff person of another agency. The following text will identify the signature box?

If you are an organization that is completing this change report, enter the information below.

Display Client Removed Data (Change)

The E-Application will now display all of the data that was retrieved from NFOCUS but the client removed it from the application along with the date it was removed. An example would be that somebody had a bank account in our system, closed it without reporting it and then removed it from the application after it had been retrieved from our system.

Homemaker Service (Change)

Homemaker service has been added to the application as a service that can only be applied for when applying for the SSCF Program. There is no change for SSAD cases.


Expert System

Expert system Notices Navigation (New)

The navigation for Expert System notices was redesigned so that at any point a staff person exits from Expert System or is ready to check in a case, a message will pop up asking if they want to run Notices. Before allowing the user to check in the case, either Yes or No must be selected to the Run Notices question.

Existing notice functionality has not changed.
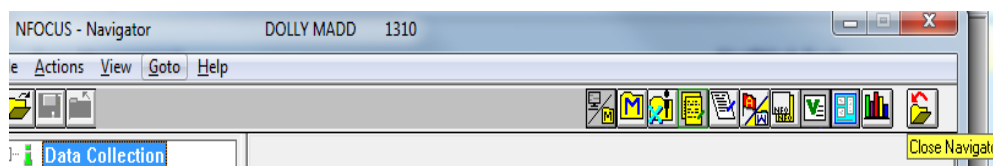
Every time the Close Navigator icon is selected, Notices will run automatically.

The Run Notices dialog box will automatically display before a case can be checked in. See below for the new message that displays.
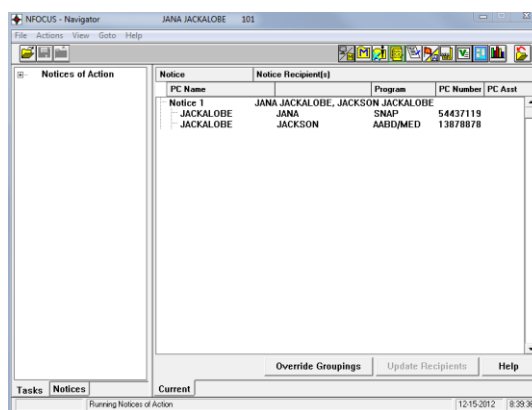
If Yes is selected and no changes were made that would create a notice, the following message shown to the right will appear:
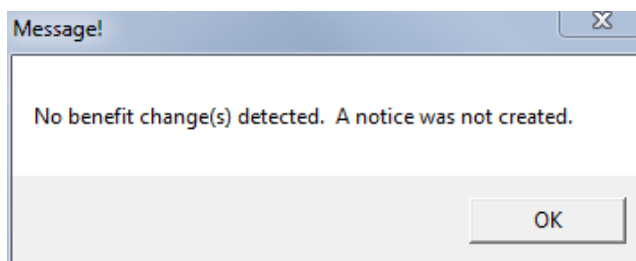
If Yes is selected and changes were made (budget changes, Case or Participant actions taken), the Notices will be created

The Notice of Action window will display and will create the Notice the same way it always has.

All notice functions are available. When the notice has been reviewed and updated if needed, the Expert System navigator can be closed. A question will be asked if the notice(s) should be saved.
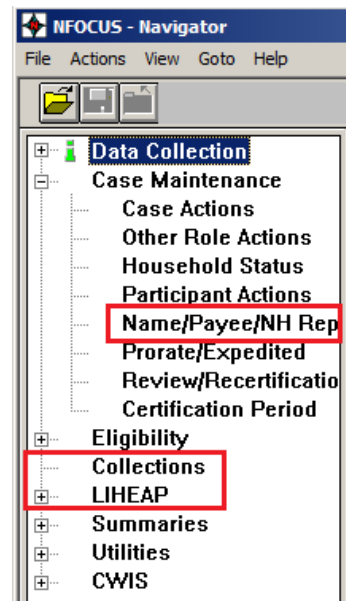
- Yes will save the notices and return the user to the case status window

- No will <u>not</u> save the notice(s) and the user will be returned to the case status window
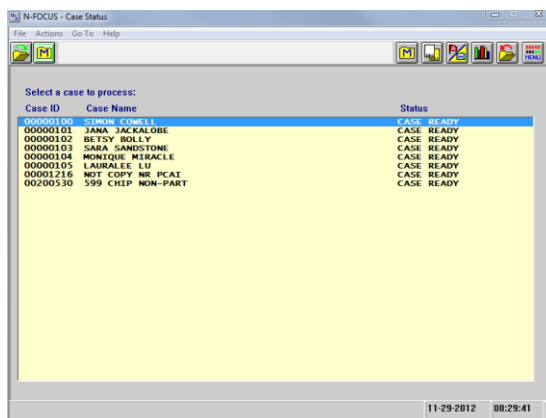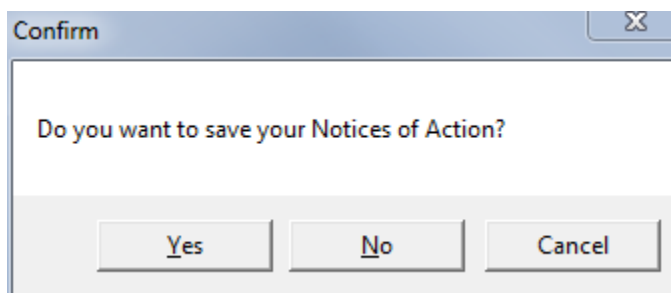
Tree List (Change)

The PC Name/Payee task has been changed to read Name/Payee/NH Rep.

The Collections Task and the LIHEAP Task have been moved below the Eligibility Task on the Expert System Tree List.


Adding Nursing Home Representative (New)

With this release, you will now be able to add the Nursing Home Representative in Expert System. The NH Representative role will now be copied from the AABD case to the Medical Assistance case. This action happens in the budgeting flow when the AABD grant case fails and the Medicaid Case is added.

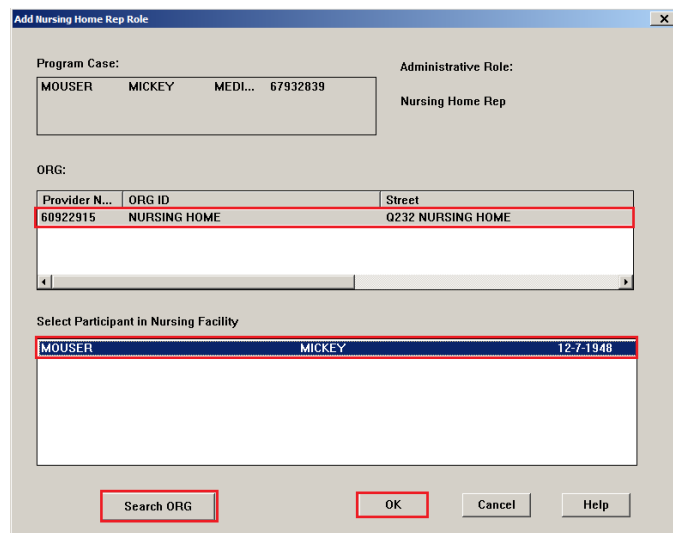To do so, follow these steps:

1. From the Navigator window, double click the Name/Payee/NH Rep task
2. Select the appropriate row.
3. Click the Add button.
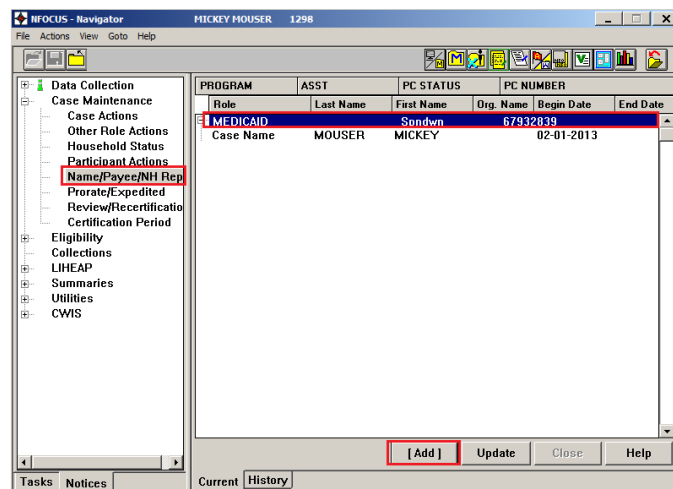
   The Add Nursing Home Rep Role window will display.

4. Click the Search ORG button.
5. Locate the appropriate Nursing Home facility and select the Blue Return Arrow to populate the Organization.

   Note: The organization's address will display.

6. Select the Organization.
7. Select the Participant from the Participant in Nursing Facility list.
8. Click OK.
   The selected facility will display as the Nursing Home Representative (NH Rep).

Note: This action will create the Notice to Nursing Facility correspondence when you save the task.

Closing a Nursing Home Rep Role (New)

To close a Nursing Home Facility in expert system, follow these steps:

1. From the Navigator window, double click the Name/Payee/NH Rep Task.
2. Select the appropriate provider.
3. Click the Close button. The Close Nursing Home Rep Role window will display.
4. Select the facility to be closed.
5. Click OK.

   Note: The Closed NH Roles can be viewed in the Navigator History Tab.

CHARTS Interface to Unearned Income (New)

Effective 04/01/2013 Child and Spousal Support will automatically be retrieved from the Child Support system (CHARTS). This will create an instance of Unearned Income.

This first interface will include Child Support and Spousal Support income that has been paid in the previous 3 months, January, February and March 2013. After this first interface N-FOCUS will receive a monthly interface on the first workday of the month for the previous month.

The income amounts will be entered for the person it was paid FOR as Fluctuating Unearned Income:
• Child Support income will be created for the Child for whom it was paid.
• Spousal Support income will be created for the Spouse for whom it was paid.

Child Support that was received in the month but assigned to the State of Nebraska will also be created as Unearned Income by the Interface.
• Assigned Child Support or Spousal Support income will always be created for the Payee, not the Dependent.
• This income may be used by the worker when projecting income for future month's budgets.

The Interface created amounts will:
- be the total amount paid for the month which includes payments for the:
  - last 2 days of the previous month AND
  - all payments during the current month except the last 2 days.
- have a frequency of monthly.
- have a received date as the last day of the month for which the income was received.

- Example, the income for March 2013 will display as 'Received' 03/31/13 and will include the total of income paid 02/27/13 and 02/28/13 and 03/01/13 thru 03/29/13. This is to allow for the '2 day rule' as income that is mailed or transferred electronically takes approximately 2 days to get from CHARTS to the payee.

Child Support and Spousal Support income will be created for all individuals in Pending or Active status in all Expert System program cases: AABD, ADC, CC, SNAP, LIHEAP, MED, FW, IL and 599 CHIP.

The monthly file that N-FOCUS receives from CHARTS will have payments on all Payees and Dependents for whom CHARTS received payments in the month. When N-FOCUS does not find a person in Pending or Active status we will save the data on that person. Each night, after new cases have been pended, N-FOCUS will check the saved files for Child Support/Spousal Support income for the newly pended persons. If found, the Unearned Income will be created. These files will be saved for 3 months and then dropped.

The Child Support/Spousal Support income will normally be created on the person for whom it was paid. If a Dependent is not in the household and the Payee is pending or active in N-FOCUS, the Dependents Child Support income will be created on the Payee. If the Payee is not in the household, Child Support income will not be created on the Dependent.

Examples:

1. The payee receives $250.00 Child Support for 2 children; they are all pending or active in an Expert System program case. N-FOCUS will create the income on the Dependents.

Payee	Dependent A	Dependent B
	$125.00	$125.00

2. The Payee receives $250.00 Child Support for 2 children and $50.00 Spousal Support. They are all pending or active in an Expert System program case. N-FOCUS will create the income on the Dependent's and the Payee.

Payee	Dependent A	Dependent B
$50.00	$125.00	$125.00

3. The payee receives $250.00 Child Support for 2 children. Dependent A is pending or active in an Expert System program case. Dependent B has moved out of the home and is living on her own. The Payee and Dependent A are pending or active in an Expert System case in one Master Case. Dependent B is pending or active in an Expert System case in a different Master Case.

N-FOCUS will create the income on Dependent A and will create Dependent B's income on the Payee.   It will not create income on Dependent B in the separate Master Case.

Payee	Dependent A	Dependent B
$125.00	$125.00	zero

In this situation it is up to the Payee and Dependent B to indicate to the worker whether or not the Payee gives the Child Support to Dependent B.

4. The Payee receives $200.00 Spousal Support and is the only person pending or Active in an Expert System case in this Master Case. The income will be created on the Payee.

> Payee
> $200.00

5. $200.00 child Support paid for dependent in ADC program case. Payee not in the HH.
   .   No income amount is created

Unearned Income Task (Change)

Effective 03/19/13 Child Support and Spousal Support will only be added with the frequency of Monthly. Frequencies of Weekly, Twice a Month, Quarterly and Annually will no longer be available. Workers adding Child Support and Spousal Support income will need to total the income received in the month when adding income.

Adding Child Support and Spousal Support

Changes have been made to the Fluctuating Unearned Income window to allow for the designation of Assigned or Received when adding Child Support and Spousal Support income types. You must select the Assigned or Received radio button when adding these income types. This will allow the worker to include previously assigned Child Support and Spousal Support income in projecting averages for future budgets.

The Interface will run on the first day of the month creating income instances in the Unearned Income task.
When Child/Spousal Support payments have not been consistent, NFOCUS will create a zero amount of Unearned Income for the month(s) when no payment was made.

Example: **CHARTS Interface creates the income**:
Child Support payments made in January, 2013 $100.00 and March, 2013 $150.00 for the same person. The N-FOCUS Interface will create Unearned Income amounts of $100.00 for January, 2013, zero for February and $150.00 for March, 2013. When the worker goes to

calculate the income a row of zero for February, 2013 can be used when calculating an average amount.

Example: Worker creates the income; N-FOCUS will not create zero amounts:
The worker verifies the client received Child Support payments made in January, 2013 $100.00 and March, 2013 $150.00 for the same person. The system will add a zero amount for February, 2013 so that a zero amount can be used when calculating an average amount.

Example: **N-FOCUS will not create zero amounts when many months have had no income**
The Expert System program cases have been active since 2010 but no support payments have been made. A payment was made in March, 2013. N-FOCUS will not create any zero months since it does not have a begin or end month to count against. N-FOCUS will only create the March, 2013 payment.

Because the frequencies other than Monthly will no longer be allowed the previously used types are now called 'Child Support-old' and 'Spousal Support-old'. When the CHARTS Interface creates the new income the process will close the old income types and add the new types. If no Child Support or Spousal Support income is created by the interface workers will need to close any open instances of 'Child Support-old' and 'Spousal Support-old'.

These 'old' income types will NOT be counted in budgets beginning April, 2013. They will be counted in for budgets March 2013 and earlier.   Workers will need to carefully check benefit summaries to make sure the proper amount of Child Support and Spousal Support is counted.

Reminder:
N-FOCUS budgeting counts Child Support as Unearned Income in ADC Budgets when:
1. The budgets are for retroactive months and the parent has already received the Child Support.
2. The budgets are for the month of approval and we count Child Support received until the date of approval.
3. If the parent received past due Child Support collections which were not assigned.

Calculate Income Window (Change)

Calculate Window For ADC Cases

When there are active instances of Child Support or Spousal Support, the ADC Calculate window will display when budgeting begins. The worker will need to select a Support radio button to either 'Compare support to budgetary need' or 'Count support as unearned income.

The worker will then have to select a Calculation Method of 'Actual Only', 'Average Only' or 'Exclude'. Selecting 'Compare support to budgetary need' will compare the support. If less than the budgetary need the ADC budget will pass and the support income will not count in the budget as it will be Assigned to the State of Nebraska. If the compare budget fails, the selected support payment(s) will count in the Medicaid budget.

Example 1:

In this example, the worker selected the "**Compare**" radio button and the budget passes.

Benefit Summary Window

The ADC budget passes.
- The Support income is used in the 'Compare' side of the budget (Right Side).
- It does not count in the ADC budget and is Assigned to the State of Nebraska. (Left Side)

Example 2:

In this example, the worker selected the "**Count**" radio button.

Selecting 'Count support as unearned income' will do just that and the income will count in the budget whether the ADC budget passes or fails.

The Support income counts in the budget

Example 3:

Calculating Child Support or Spousal Support income in all other Expert System Program cases will not use the Support radio buttons. Workers will select from the following Calculate Methods:

- Actual Only
- Average Only
- Assigned
- Exclude

Select the 'Assigned' when the ADC budget has passed and the support income has been Assigned to the State of Nebraska. The support income will then NOT count in the SNAP, AABD, CC, MED, 599 CHIP, LIHEAP, IL or FW budget.

The Assigned Support does not count in the SNAP budget.

Example 4:

When the worker selects 'Average Only' or 'Actual Only' the support income will count in the SNAP, AABD, CC, MED, 599 CHIP, LIHEAP, IL or FW budget.

When 'Exclude' is selected the support income will not count in the budget.

'Average Only' was selected and the support income counts in the budget.

NOTE: Selecting the calculate method of 'Assigned' should be used if the Support Income was 'Assigned' in the ADC budget. When the support is 'Assigned' Calculate will be Optional rather than Mandatory for future budgets. When the method '**Exclude' is selected, Calculate will always be mandatory for future budgets.** This is important when MESA budgets are run. MESA will not process budgets when Calculate is Mandatory for any budget.

MESA for LIHEAP Cooling (New)

There will be a new MESA type called LIHEAP Cooling. MESA will authorize cooling budgets for active LIHEAP cases where there is a person age 70 or older or a person with the medical impairment type LIHEAP-Cooling Disability.

Note: The selected cases must have a cooling fuel type entered.

LIHEAP Contingency Budget (New)

Contingency budgets can only be created by the worker if central office has authorized a mass contingency during the energy year. If that was done and a worker needs to create a contingency budget, they can create it and it will go to 'pending approval' status for either a supervisor or central office to authorized. Workers cannot authorize a contingency budget.

LIHEAP Crisis Budgeting Security (Change)

Supervisors will now be able to authorize Crisis Budgets that exceed $500.

LIHEAP Pay Cooling Provider (Change)

The Pay Cooling Provider option will now default to No.

Work Registration Task (Change)

The work registration exemption reason of "Employment First Participant" has been removed. A conversion program has run to remove this reason from the Work Registration Task. There will be a red X by the Work Registration Task the next time the case is checked out. You will need to enter a new work registration reason prior to running the SNAP budgets.

SNAP Budget Prorating Income and Expenses (Change)

Prorating Financially Responsible (Ineligible Alien, Ineligible ABAWD, SSN Sanction) Income and Expenses for SNAP

Federal SNAP regulation has updated the proration requirements for certain disqualified household members/financially responsible individuals regarding the treatment of their income and expenses. The population of disqualified household members affected by this change would be the Ineligible aliens, ineligible ABAWDs and SSN Sanctioned individuals. NFOCUS will count 100% resources and utility deductions and medical expenses of the disqualified household member. NFOCUS will prorate Income, Shelter, child support and dependent care (see Help-How To for instructions for working with dependent care expenses).

How NFOCUS Previously Budgeted:

Person Disqualified Household Member	Manual Reference	Resources	Income	Deductions-Child Support, Rent, Utility Deductions, Medical Deduction	Deductions-Child Care
Ineligible ABAWD and SSN Sanction		Count 100%	Automated system will prorate	Automated system will prorate	Not counted
Ineligible Immigrant	3-001.03	Count 100%	Count 100%	Count 100%	

How NFOCUS Now Budgets:

Person Disqualified Household Member	Manual Reference	Resources	Income	Deductions-Utility Deductions, Medical Expenses	Deductions-Shelter, Dependent Care Costs and Child Support
Ineligible Immigrants/ Ineligible ABAWDS/ SSN Sanction	3-001.03	Count 100%	Automated system will prorate	Count 100%	Automated system will prorate

IMPORTANT NOTE - CHANGE TO TBR ELIGIBILITY FOR HOUSEHOLDS WITH INELIGIBLE ALIEN MEMBERS

- The designation from disqualified household member to ineligible household member for aliens also changes the household's eligibility for TBR.
- ADC households with disqualified household members are not eligible for TBR when the ADC grant ends.
- ADC households with ineligible household members are eligible for TBR.

Interview Questions Removed from Expert System (Change)

Prior to this release, Interview Tracking was an Expert System and Mainframe action. If the Interview questions were not completed in the Mainframe, the worker was required to enter the information in order to continue processing the case.

With Universal Caseload, the Interview is addressed in the Mainframe. If a client has not completed their Interview by the due date, they will receive a NOMI.

Budget Authorization (Change)

All the MSP, SLMB, and QI1 categories are considered non-Medicaid eligible categories. If a Waiver Case is in Pending status, when the Med budget is processed, the status of the Waiver case will be set to Denied. If the Waiver Case is Active and the Med budget is processed, the status of the Waiver case will be set to Closed for the come up month.

Auto Deny for SNAP (New)

This change will occur with the March 20, 2013 Batch Release.

NFOCUS will automatically deny SNAP cases that have:
- been pending 30 days,
- had a Notice of Missed Interview (NOMI) sent and
- still have not had an interview by day 30.

The auto-deny for SNAP will take the place of the "interview not held-review for denial" work task for the SNAP program only. After the case is auto-denied on day 30, the system will also send the household a notice of denial for failure to appear for interview/appointment and create an automatic narrative "SNAP Case Denied- SNAP application denied as household failed to appear for interview/appointment".

AABD Transportation Mileage Allowance (Change)

Beginning April 1, 2013 the medical mileage allowance for AABD grant (this applies to Special Requirements only) and the SNAP (FSP) Medical Transportation Mileage Allowance will be 24 cents. The PA Transportation Mileage Allowance is 57 cents with a begin date of 1/1/2013.

Dependent Care Expense Task (Tip

The current Dependent care expenses of Child Care, Child Care Expense as Billed and Child Care Paid by Other will remain available in the Expense task in the Expert System.
The type:
- Child Care will continue to count in the SNAP budget
- Child Care, Child Care Expense as Billed and Child Care Paid by Other will continue to count in Medical Assistance budgets

When running new SNAP budgets that have Child Care expenses consider the following:

- For currently active SNAP cases that have an associated Child Care Program Case:
  o Close the Child Care expense effective with the budget month
- If there is also an associated Medical Assistance Case:
  o Increase the amount of the existing Child Care Expense as Billed or Child Care Paid by Other to the total actual amount of child care for which the client is responsible.

Double check the benefit summaries to be sure the correct child care expense amount is included in the budgets.

Family Relationship (Change)

The Adoptive Parent/Child relationship in the Family Relationshi8p module must be entered before the Adoption module can be processes.

Note: The adoptive parent/child relationship is required for Federal Reporting.